

Process Servers, Court and Clerk's Office Information and Exchange Presentation

January 14, 2003

Minutes

Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the attendees.

Deferral Process Update

- Gordon Mulleneaux, Associate Clerk, Financial Services updated the group on the new Deferral Process. This became effective on January 1st, with the signing of Administrative Order #2002-119 by Presiding Judge Colin Campbell. There are four categories in which applicants would qualify, based on income level and family size: 1) Deferral is granted until the end of the case, with no payment required at time of application, 2) A payment of \$10.00 at time of filing and a monthly payment of (no less than) \$10.00 per month until balance is paid, 3) A payment of (no less than) 25% of the filing fee at the time of filing and the remaining balance to be paid in three equal consecutive monthly payments, and 4) Applicant is ineligible for deferral. A process has been established if the applicant does not agree with the findings. Credit Card payments will be acceptable.

Credit Card Pilot Program

- Mr. Jeanes announced the Credit Card Pilot Program that will begin at the Customer Service Center on January 15th. Visa and MasterCard payments will be accepted on requests for copies of records and certifications, marriage license fees and the Clerk's portion of the passport fee. Mr. Jeanes estimates the pilot will branch out to the filing counters at a later point in the year. Service fees charged by the bank for credit card use will be absorbed by the Office.

iCIS Updates

- Lauri Thomas, Document Management Administrator, informed the group that Criminal iCIS implementation has been deferred to February 18th. Civil, Probate and Family Court case types are already being processed in this environment.
- On a similar topic, Ms. Thomas announced the implementation of Common Case Numbering that began on January 1st. Criminal cases will now have a 13 digit numeric case number followed by a 2 digit alpha case locator. This will also be applicable to Lower Court case numbers, but there is no impact on the other case types (Civil, Probate, Tax and Family Court).
- Mr. Jeanes commented that the ultimate goal of Common Case Numbering is to have the case number assigned at the time of arrest. This program is the result of many years of work and cooperation of numerous criminal justice agencies and will allow for efficient electronic sharing of information between Criminal Justice Agencies.

EDM Update

- Mr. Jeanes thanked the group for their cooperation and patience with the Clerk's Office efforts to eliminate the document backlogs. Great strides have been made and recently the Office contracted with a vendor on a massive scanning effort. The Office is rapidly approaching the elimination of backlogs through the concentrated effort of many staff members. Mr. Jeanes' immediate goal is to have in house access to all of the imaged documents. Internet access to imaged documents is another issue and discussions on a national level continue on this topic. Additionally, an E-filing RFP Pilot for the Civil Complex Litigation Pilot is out for bid.
- On an unrelated topic, Mr. Jeanes announced to the Process Servers that their document pickup boxes at both the Southeast and Central Court Complex are no longer being utilized by Clerk of

Court's staff. Runners will need to pick up Family Court documents at the Criminal Filing Counter window and Civil documents from the Civil Filing Counter at Central Court, and the Civil or Family Court Filing Counters at Southeast. Mr. Jeanes apologized for the short notice and any inconvenience this may cause, but the change was necessary for security purposes. No decision has been made to move the boxes currently used by the Process Servers for purposes other than retrieving Clerk of Court processed documents. However, Process Servers should be aware they are using these boxes at their own risk. Additionally, Court Security is reviewing the Court's pick up and drop off boxes at all facilities.

Revised Civil Coversheet

- Michele Delk-Garey, Document Services Director, provided handouts of the newly revised Civil Coversheet. This has been updated from the December revised form. The new form will take effect on January 15th and is available in the Self Service Center, at the Filing Counter, through the E-forms on Demand Fax system and on-line on the Clerk's WebPage. This was a result of establishing several new Civil sub-category codes. The LC Coversheet is available at the Filing Counter, through the E-forms on Demand Fax system and on-line on the Clerk's WebPage and addresses all LC categories including Administrative Reviews and other former Civil sub-category codes. (www.clerkofcourt.maricopa.gov)

Process Servers Certification

- Mr. Jeanes introduced Maureen Ramroth who, on January 1, 2003, assumed the Process Servers Program responsibilities previously managed by Sandy Mason with Court Security. Ms. Ramroth provided numerous handouts: 1) Summary of Changes to Arizona Code of Judicial Administration Section 7-204, 2) Administrative Order 2002-110, 3) Notice of Change of Private Process Server Information, 4) Arizona Code of Judicial Administration Code Section §7-204 Continuing Education Policies, 5) Test Dates and Locations for new applicants, 6) Application packet for Process Server Certification and 7) Renewal packet for Process Server Certification. Much of this information may be obtained through the Supreme Court's Website - <http://supreme.state.az.us/cld/pps.htm>. A special email address has been established for contacting Maureen Ramroth – serverp@cosc.maricopa.gov. A summary of Ms. Ramroth's presentation follows:
 - ✓ The new Continuing Education policies established by the Supreme Court were adopted on January 13, 2003.
 - ✓ Those attending the quarterly Process Server presentation on January 14th were awarded one hour of continuing education credit since the Administrative Office of the Courts approved the curriculum submitted by the Clerk's Office.
 - ✓ Renewing Process Servers are no longer required to take a test or be fingerprinted and will not have to provide references, unless specifically requested by the Judge.
 - ✓ The fee of \$115.00 must accompany both the new and renewing applications at the time they are submitted.
 - ✓ Continuing education, at the rate of 10 hours per year, is now required for renewing applicants. It will be the responsibility of the individual to maintain adequate documentation as proof of having completed the education curriculum and to submit this documentation with the renewal application. For those renewing in 2002, there will be no continuing education requirements. The ten-hour-per-year rule will apply in 2004 and beyond. Some information on accredited continuing education classes is available on the Supreme Court's Website.
- Process Servers were urged to contact Ms. Ramroth with any suggestions for topics to be covered in future quarterly Process Server meetings either by e-mail at serverp@cosc.maricopa.gov or by calling (602) 506-1909.

Other Items

- Mr. Jeanes introduced Phil Knox, Family Court Administration, who addressed dissemination of information on Judicial Officer rotations. It is premature to discuss the annual June rotations, but more information may be available at the next Process Servers Presentation scheduled for April 8th. Additionally, an updated list is available through the Superior Court's WebPage. (www.superiorcourt.maricopa.gov) This list does not include Judicial Assistant information, but a hard copy that does can be obtained from Court Administration.
- Mr. Jeanes was thanked for the responsiveness of the Civil and Family Court clerks in dealing with a recent situation brought forward by one of the Process Servers.

The meeting was adjourned at 1:05 p.m.